

The Davis Companies

Analyst – Investments/Asset Management

TITLE: Analyst - Investments/Asset Management

COMPANY: The Davis Companies

LOCATION: Boston, MA

REPORTS TO: Managing Directors of Investments and Asset Management

**COMPANY
BACKGROUND:**

Committed to excellence in both investment performance and operations, The Davis Companies was founded in 1976 and has earned a reputation for integrity, creativity and excellence, making it one of the premier integrated real estate investment, development and management firms in the Eastern United States. Headquartered in Boston and with offices in New York and Pittsburgh, the company has a team of 100+ dedicated professionals who have invested more than \$9 billion in gross asset value through real estate equity, debt, and fixed-income securities. A unique combination of capital markets, development and management expertise allows The Davis Companies to nimbly tackle complex opportunities. Directly, and with its valued partners, The Davis Companies has owned and managed approximately 28 million square feet of commercial space and 11,000 residential units. The firm invests in life science, multifamily, industrial, storage, office, hospitality, and retail among other property types. For more information on The Davis Companies, please visit <http://www.thedaviscompanies.com>.

RESPONSIBILITIES: Analyst - Investments

- Evaluate and execute on investment opportunities by providing analytical support to the Investments team across all asset classes and markets. This includes preparing financial models and valuations utilizing ARGUS and Excel.
- Conduct in-depth market/property research and summarize information to support underwriting assumptions.
- Complete due diligence and closing processes by working closely with asset management, property management, development, finance, legal, and accounting. Tasks include coordinating departments and third-party consultants, travel/property inspections, formulating business plans, completing lease abstracts and ARGUS reviews, compiling and synthesizing market information.

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- Assemble information on an investment opportunity and prepare a written evaluation for use in underwriting and Investment Committee packages to the Investment Committee for approval.
 - Prepare ad hoc analysis, documentation, and briefs for review by more senior team members.
 - Assist with organizing, refining, and implementing the valuation process.
 - Fulfill any all other duties deemed necessary by management.

Analyst - Asset Management

- Integral point-person that coordinates and communicates with various departments in order to execute the asset-level business plan and implement actions to create value.
- Assist senior Asset Management team professionals by conducting financial analyses, tracking investment performance, and producing reports of the portfolio.
- Monitor the performance of existing investments and identify potential areas of concern or opportunity.
- Prepare quarterly valuations and reports by updating model assumptions, inputting property-level activity, and completing investor reports.
- Assist team members in dispositions or refinancing processes.
- Maintain databases, records, and assist Investor Relations in completing portfolio management activities.
- Conduct market research, data mining, and collect competitive property transaction information.

QUALIFICATIONS:

- Minimum Education: Bachelor's Degree with a major in real estate, economics, or finance preferred.
- Two years of commercial real estate experience with an investment firm, brokerage firm, bank, real estate advisor, or insurance company is preferred.

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- Sound understanding of economic and investment theory and practices.
 - Strong analytical and financial modeling skills with advanced knowledge of Excel.
 - High level of proficiency with ARGUS Enterprise software.
 - Superior writing, presentation, and communication skills.
 - Ability to gather, organize, coordinate, and interpret data from disparate sources.

CHARACTERISTICS:

The successful candidate will be:

- Self-motivated, proactive, and detail-oriented individual with a commitment to providing a high-quality work product.
- Strong research and problem solving skills.
- Ability to work independently and to proactively seek new responsibilities.
- Well organized, accurate, thorough, and able to consistently meet deadlines.
- Ability to professionally interact with onsite staff, senior management and third party clients.
- Flexibility in a dynamic, entrepreneurial environment.
- A high level of energy, enthusiasm and positivity.

**COMPENSATION
AND BENEFITS:**

Compensation will include a competitive base salary and bonus, and an attractive benefits package.

Requirement: Successful candidate must be fully vaccinated for Covid-19 by start date, in office attendance will be required.

Please submit resumes to careers@thedaviscompanies.com

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), national origin, age (40 or older), marital status, sexual orientation, gender identity/expression, citizenship, real or perceived disability or handicap, genetic predisposition, veteran status, and/or any other protected category in accordance with applicable federal, state or local laws.